

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This class encompasses a highly responsible and specialized fire department position involving planning and implementing both training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for conducting a training program designed to assist fire department employees in their professional development by developing and administering a comprehensive certification training program in order to ensure that fire department personnel are qualified to perform appropriate functions of the positions they hold. In addition, the employee of this class is responsible for maintaining and enforcing practices on the fireground or at the station, designed to allow for the safe operation concerning all aspects of fire service operations. The Fire Training and Safety Officer performs research for department training and safety functions and also investigates accidents. The employee of this class works with almost no supervision, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the department, sees that such program is properly staffed and supplied with training resources. Prepares training material and coordinates and schedules training for all department employees as assigned by the fire chief. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for change in the training program. Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: fire fighting; fire attack; forcible entry; ventilation; fire streams; hydraulics; water supplies; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; or any other related subject assigned or required.

Coordinates safety activities of all departmental personnel including supervisors and evaluates the safety program of the department. Responds to fires and takes charge of all safety procedures. Maintains liaison with related organizations to assure information exchange and updated knowledge of safety program developments. Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel to evaluate extent of injuries, determine cause and make recommendations on procedure to

avoid future accidents.

Keeps informed on local trends, modern fire fighting methods and administrative practices, and new laws, regulations, and court rulings relating to fire department operations. Sets goals and objectives for and conducts inspections of the training and safety divisions. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Interviews prospective employees and makes recommendations for hiring. Prepares the budget for the training and safety division.

Compiles and organizes data needed for reports, and writes letters or reports necessary to handle the needs of the division. Personally completes all forms and records required and supervises the preparation and maintenance of records needed to document the activity of the training and safety division. Files records and reports as required.

Works with boards and agencies whose rules and operations affect the careers of fire department employees or the work of the fire department. Promotes goodwill through such publicity efforts as speeches, tours, and question/answer sessions about the operation of the fire department, or any related area of emergency service.

Supervises the general care and maintenance of assigned equipment and property, ordering and distributing supplies and equipment as needed. Personally tests or directs the testing of all equipment of the department, assuring that all applicable standards are met, and that all repairs were properly accomplished.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for applications for admission to the test.

Must meet all requirements of The Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must possess and maintain a valid Louisiana driver's license.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of

completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least five (5) years' experience with a full-time, paid fire department or three (3) years' experience in fire service training.